# Faculty of Social Sciences

## Contribute Software User Guide

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# Section 1: Introduction to Contribute CS3

This document will explain how to use the Contribute CS3 software to update content on your website. Contribute is a web page editor available from Adobe/Macromedia. It makes it easier for authorized individuals to rapidly publish and change content on the website, even if these individuals are non-technical.

## 1.1 Launch Contribute CS3

To open Contribute, click on Start ->Programs-> Adobe Contribute CS3. Alternatively you can create an icon on your desktop to easily access the software.

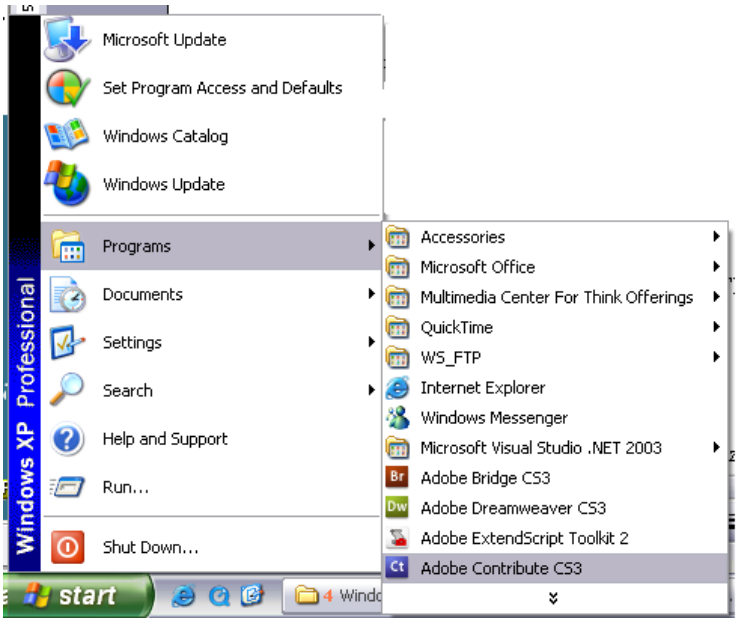



Figure 1: Launching Contribute CS3

## 1.2 Contribute interface

The Contribute interface is similar to the Internet Explorer web browser interface.

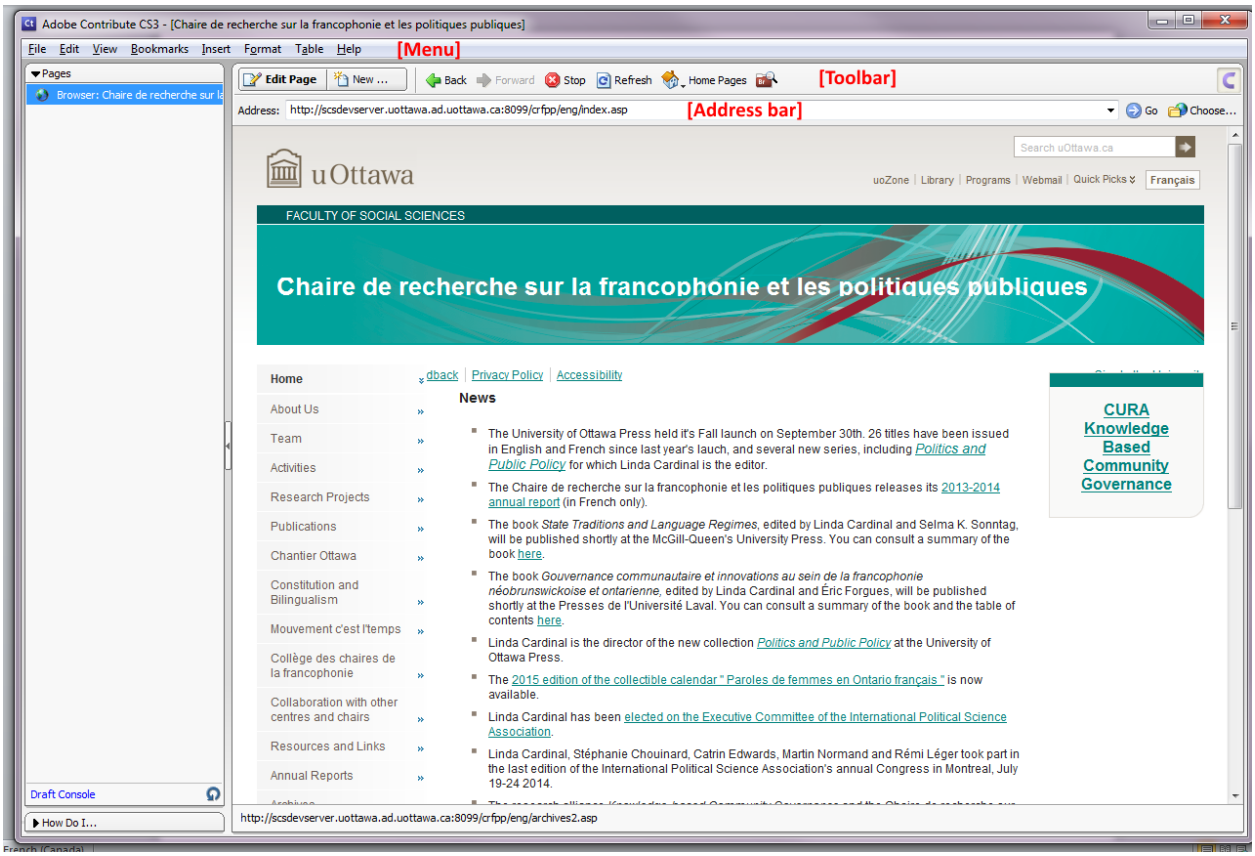

Adobe Contribute CS3 - [Chaire de recherche sur la francophonie et les politiques publiques]
File Edit View Bookmarks Insert Format Table Help
[Menu]
Edit Page
New ...
Back
Forward
Stop
Refresh
Home Pages
[Toolbar]
Address: http://scsdevserver.uottawa.ad.uottawa.ca:8099/crfpp/eng/index.asp
[Address bar]
Go
Choose...
uOttawa
Search uOttawa.ca
uoZone | Library | Programs | Webmail | Quick Picks
Français
FACULTY OF SOCIAL SCIENCES
Chaire de recherche sur la francophonie et les politiques publiques
Home
About Us
Team
Activities
Research Projects
Publications
Chantier Ottawa
Constitution and Bilingualism
Mouvement c'est l'temps
Collège des chaires de la francophonie
Collaboration with other centres and chairs
Resources and Links
Annual Reports
dback | Privacy Policy | Accessibility
News
The University of Ottawa Press held it's Fall launch on September 30th. 26 titles have been issued in English and French since last year's lauch, and several new series, including Politics and Public Policy for which Linda Cardinal is the editor.
The Chaire de recherche sur la francophonie et les politiques publiques releases its 2013-2014 annual report (in French only).
The book State Traditions and Language Regimes, edited by Linda Cardinal and Selma K. Sonntag, will be published shortly at the McGill-Queen's University Press. You can consult a summary of the book here.
The book Gouvernance communautaire et innovations au sein de la francophonie néobrunswickoise et ontarienne, edited by Linda Cardinal and Éric Forgues, will be published shortly at the Presses de l'Université Laval. You can consult a summary of the book and the table of contents here.
Linda Cardinal is the director of the new collection Politics and Public Policy at the University of Ottawa Press.
The 2015 edition of the collectible calendar " Paroles de femmes en Ontario français " is now available.
Linda Cardinal has been elected on the Executive Committee of the International Political Science Association.
Linda Cardinal, Stéphanie Chouinard, Catrin Edwards, Martin Normand and Rémi Léger took part in the last edition of the International Political Science Association's annual Congress in Montreal, July 19-24 2014.
CURA Knowledge Based Community Governance
Pages
Browser: Chaire de recherche sur l
Draft Console
How Do I...
http://scsdevserver.uottawa.ad.uottawa.ca:8099/crfpp/eng/archives2.asp

Figure 2: The Contribute interface

Contribute has a spell check with customizable dictionary. This feature works exactly like the spell check built into Microsoft Word. Users can set their language preferences as shown in Figure 3.

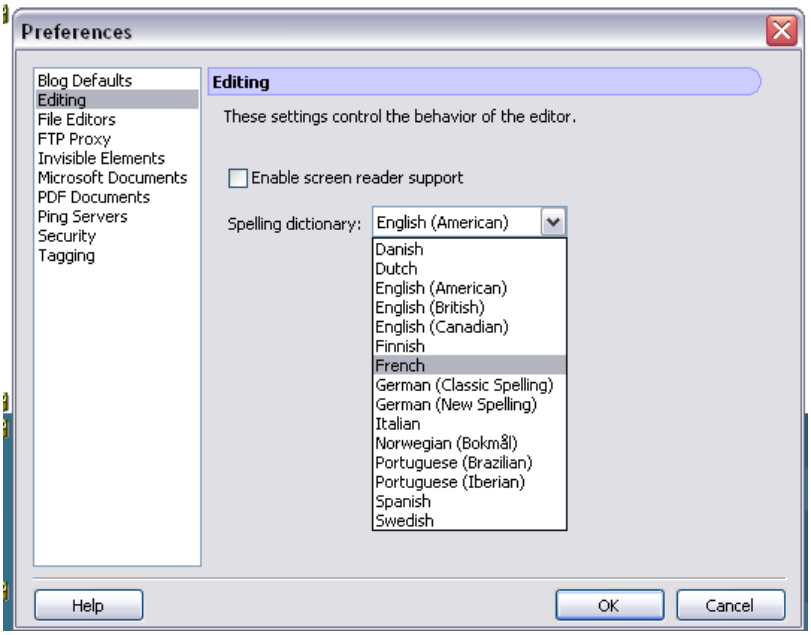



Figure 3: Contribute user preferences

## 1.3 The Menu

The menu bar presents the different functionalities that are available within Contribute. There are standard application functions such as the File menu: Open, New, Save, etc.

### 1.3.1 The File menu

- **New:** Creates a new document
- **Open:** Opens an existing document
- **Close Draft:** Closes the draft of a web page
- **Action:** A sub menu used for web pages.
- **Save, Save for Later and Save As:** Saves the document
- **Send File from My Computer:** Allows Contribute users to send documents.
- **Export:** Allows the user to export a list of files in an archive in different formats in order to insert them into a web page.
- **Preview in Browser:** Enables the user to verify the changes made to a web page before publishing them on the server.
- **Print:** Enables the user to print the current web page.
- **Print Preview:** Enables the user to preview the page before printing.
- **Drafts:** Enables the user to manage web pages that have been edited but not yet published.
- **Exit:** Closes the open web pages and quits Contribute CS3.

### 1.3.2 The Edit menu

- **Cut:** Cuts the selected information

- **Copy:** Copies the selected information
- **Paste:** Pastes the information that was copied
- **Select all:** Selects all the information available.
- **Preferences:** Opens the Preferences window which allows the user to edit various options.

### 1.3.3 The View menu

- **Sidebar:** Displays the sidebar which makes it easy to switch between editing and browsing.
- **Back, Forward and Refresh:** They have the same functions as Internet Explorer.
- **Drafts console:** Enables the user to manage web pages that have been edited but not yet published.
- **Go to Web Address:** Enables the user to enter a web address.

### 1.3.4 The Bookmarks menu

- This allows the user to display the list of favorites which is similar to the Favorites menu in Internet Explorer.

### 1.3.5 The Insert menu

- This is not often used by Contribute users.

### 1.3.6 The Format menu

- **Check Spelling:** This allows users to check their spelling and by default, is offered in English. To change this option into French, you will need to go to Edit->Preferences. A Preferences window will open (Figure 3). Select the option Editing and change the language to your language of choice then click OK.
- **Bold, Italic and Underline:** are similar to the functions in Word.
- **Font:** This allows the user to change the font used on the website.
- **Size:** Enables you to change the text size.
- **Align:** Enables you to choose how text is aligned on the page. There are four options: Left, Center, Right and Justify which all work the same as in Word.
- **List:** This menu allows you to list items on your page.

### 1.3.7 The Table menu

This menu allows you to insert a table on a page.

### 1.3.8 The Help menu

- **Adobe Contribute Help:** Allows you to display the online Contribute CS3 help.
- **Contribute Start Page:** Allows you to open the Contribute CS3 home page.
- **Contribute Tutorial:** Opens an online tutorial.

- **Updates:** Allows you to make updates related to Contribute CS3.
- **About Adobe Contribute:** Opens the Copyright information.

### 1.4 The Toolbar

The functions in Contribute CS3 are available in two modes:

#### 1.4.1 Browser mode

Contribute CS3 can be used as a browser, having toolbars that are similar to Internet Explorer.

#### 1.4.2 Editing mode

This enables the user to edit page content by clicking on the Edit Page button (Section 2). When the Edit Page button is clicked, a new toolbar with other options is displayed (Figure 5).

## Section 2: Editing and publishing a web page

1. Any page on the site can be edited by browsing to the page and clicking on the **Edit Page** button on the toolbar.

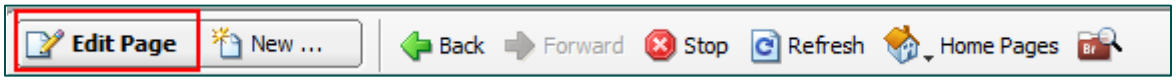



Figure 4: Contribute toolbar with page editing options

2. Only certain areas within the page are editable (see Section 5 below).
3. **New:** allows the user to create a new page but this option is only available to the Webmasters.
4. **Back:** Allows the user to return to the previous page.
5. **Forward:** Allows the user to move to the next page.
6. **Stop:** Allows the user to stop loading the current page.
7. **Refresh:** Allows the page to be re-loaded.
8. **Home Pages:** Allows the user to go back to the home page.
9. When the editing is done, click the **Publish** button on the toolbar to publish the page.

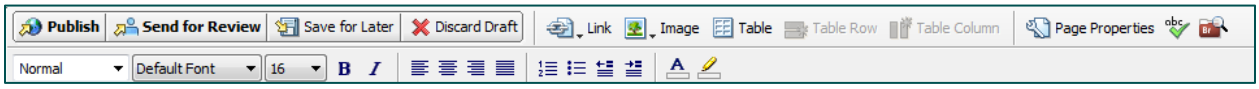



Figure 5: Contribute toolbar with publishing options

10. Contribute informs you that the changes were successful. Click **OK** to close the confirmation message box.
11. Registered users may not have the option to publish a modified page, because of access rules. So, when the editing is done, click the **Publish** button on the

toolbar to notify the Webmasters about the changes. The pages will then be reviewed by the Webmasters before publishing them.

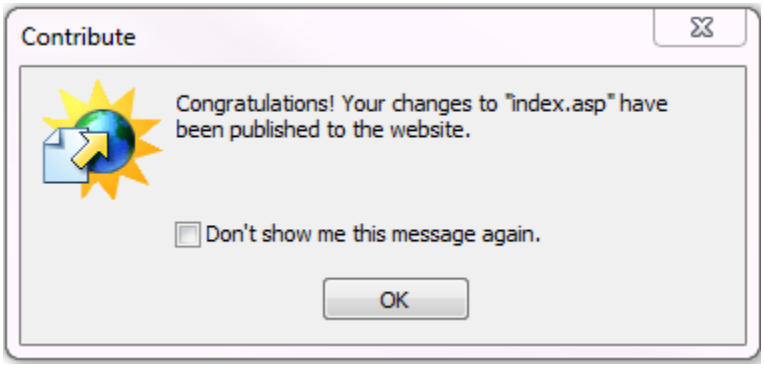

Contribute
Congratulations! Your changes to "index.asp" have been published to the website.
Don't show me this message again.
OK

Figure 6: Contribute publication message

Contribute offers an interesting option to preview your changes in a web browser before a publish action is taken. In the **File** menu select **Preview in Browser** option. Alternatively you can hit the F12 button.

12. **Save for Later**: Allows you to save the draft.
13. **Discard Draft**: Allows you to cancel the previous changes made on the current page.
14. **Link**: Allows you to insert links on the page (Section 4).
15. **Image**: Allows you to insert an image on the page.
16. **Table**: Allows you to insert a table on the page.
17. **Page Properties**: Describes the properties of the page such as the title, appearance, etc.
18. : Spelling check allows you to check spelling for any errors.

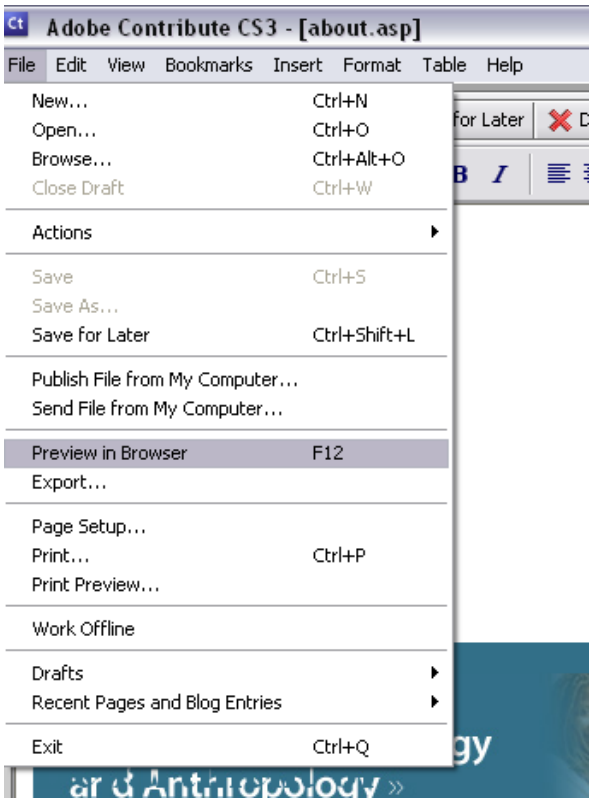


Figure 7: Previewing in Browser

## Section 3: Creating a new page

This option is only available to the Webmasters. To create a new page, please contact the Webmasters (Section 9).

## Section 4: Adding a link to a new page

Once a new page has been added, a link to the page must be created in order to navigate to it.

### 4.1: Left hand side menu link

If a link is required on the left hand side menu, you must contact the Webmasters (See Section 9 below), requesting this service. Please provide the name of the new page and the location of the link.

### 4.2: Regular link within the web page

If the link is within the body of an existing page, follow these steps to add a link to the new page

1. Navigate to the page that requires the link.
2. Select the **Edit Page** button on the taskbar.

3. Type the text that will link to the page – make sure this is text that describes the page, (do not use “Click here”). A good option for the text would be the title of the linked page.
4. Highlight the text.
5. Use the **Link** button on the Contribute toolbar to add a link to the text.
6. A drop down menu with several options will be provided

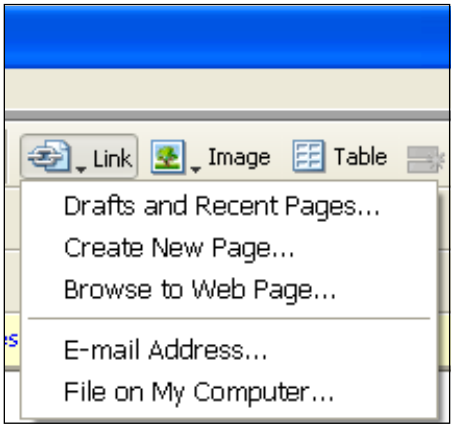



Figure 8: Adding links to a page

7. Since a new page has recently been created, select the **Drafts and Recent Pages** option
8. The **Insert Link** window appears

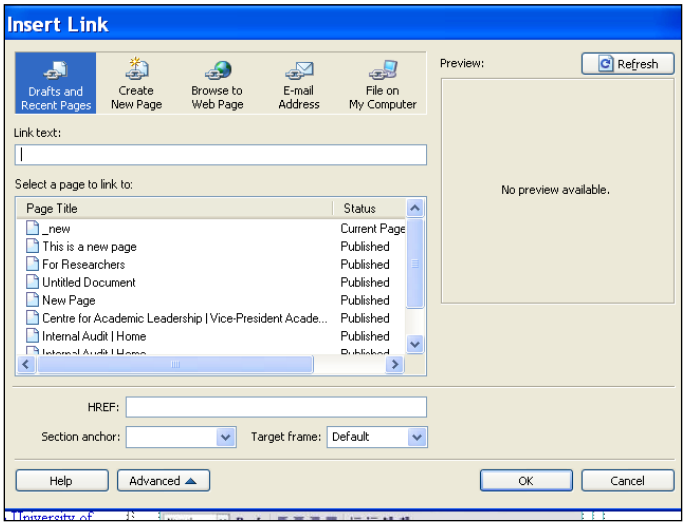



Figure 9: The Insert Link window

9. Choose the page to link to and Click OK.

### 4.3: Adding links to documents

To link to documents such as Word, PDF, Excel and PowerPoint, once the Insert Link window is open (Figure 9), select File on My Computer, and then click on Browse (Figure 10). Select the file from your computer and then click OK.

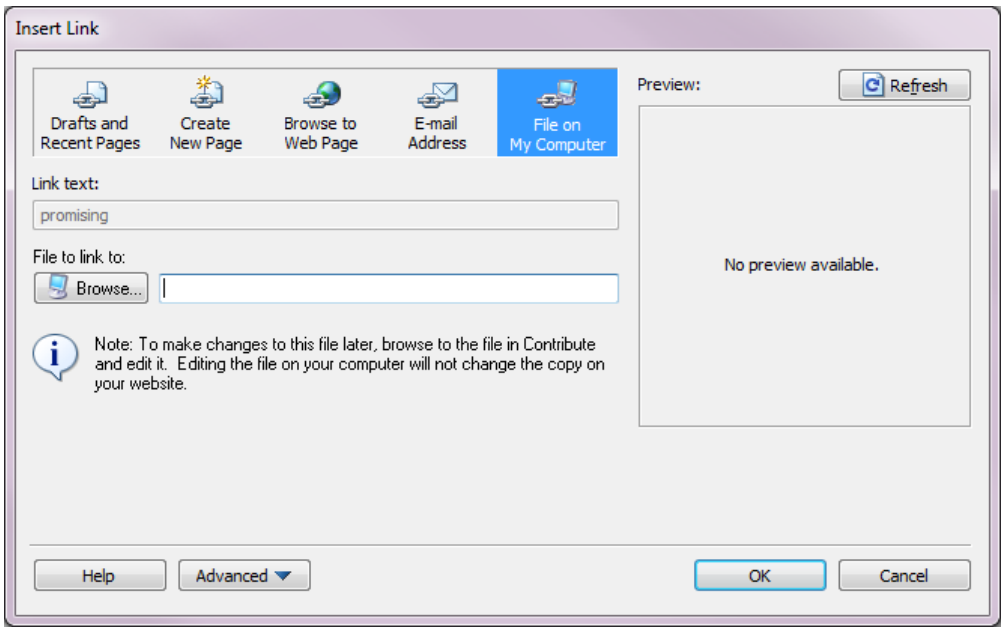



Figure 10: Linking to a document

### 4.4: Linking to external websites

To link to an external website, select the option **Browse to Web Page**. In the Insert Link window, enter the address of the page you want to link to into the **Web address (URL)** field then click OK.

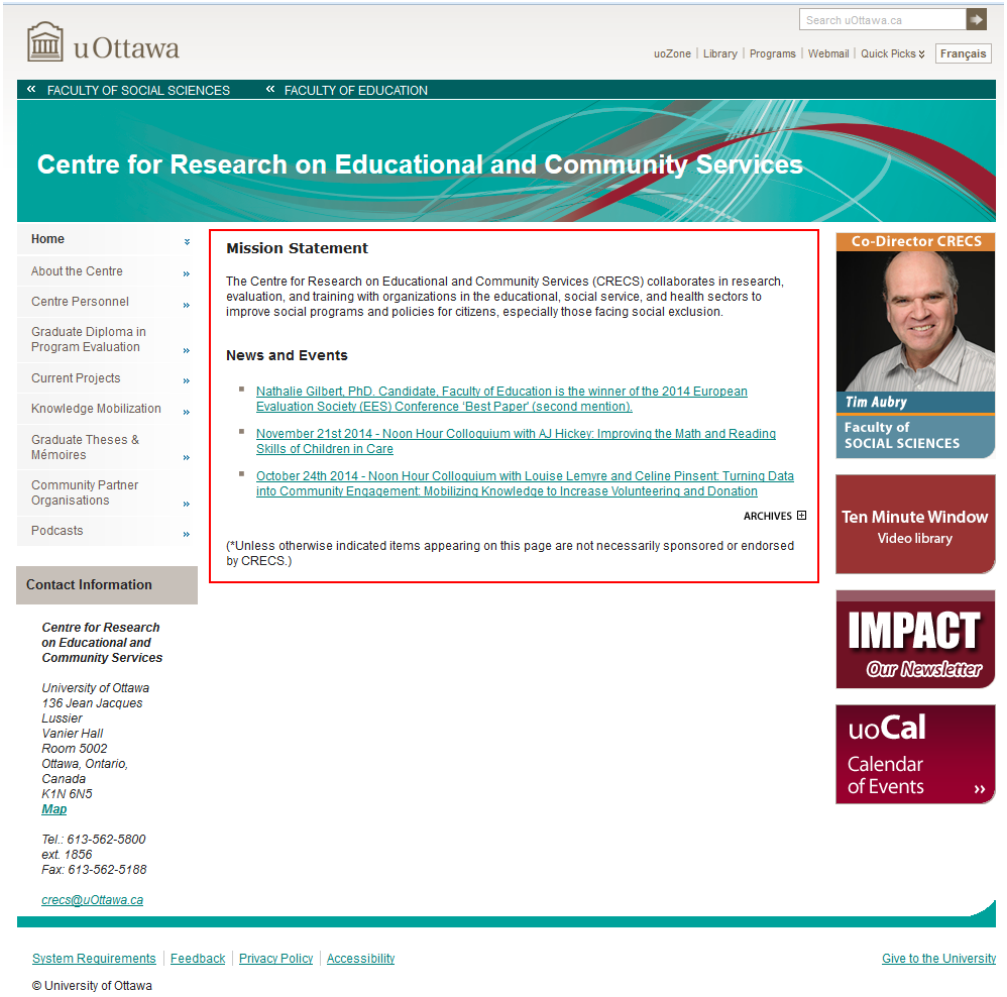
### 4.5 Inserting an email link

To add a link to an email address, the user needs to:

1. Select the text, graphic or object for which you need to create an email link abd then click on the button **Link.** The Insert Link interface will appear.
2. Select **E-mail Address** in the Insert Link window.
3. In the E-mail Address dialog box, insert the email address and click on OK.

## Section 5: Non-editable and editable areas

There are certain areas on the site that have been locked. This is to ensure that consistency of the site and the navigation is not compromised. Only the main content area shown in a red rectangle below is editable.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Community Partner Organisations
Podcasts
Contact Information
Centre for Research on Educational and Community Services
University of Ottawa
136 Jean Jacques Lussier
Vanier Hall
Room 5002
Ottawa, Ontario,
Canada
K1N 6N5
Map
Tel.: 613-562-5800 ext. 1856
Fax: 613-562-5188
crecs@uOttawa.ca
Mission Statement
The Centre for Research on Educational and Community Services (CRECS) collaborates in research, evaluation, and training with organizations in the educational, social service, and health sectors to improve social programs and policies for citizens, especially those facing social exclusion.
News and Events
Nathalie Gilbert, PhD. Candidate, Faculty of Education is the winner of the 2014 European Evaluation Society (EES) Conference 'Best Paper' (second mention).
November 21st 2014 - Noon Hour Colloquium with AJ Hickey: Improving the Math and Reading Skills of Children in Care
October 24th 2014 - Noon Hour Colloquium with Louise Lemyre and Celine Pinsent: Turning Data into Community Engagement: Mobilizing Knowledge to Increase Volunteering and Donation
ARCHIVES
(*Unless otherwise indicated items appearing on this page are not necessarily sponsored or endorsed by CRECS.)
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Figure 11: Editable and non-editable areas of the website

## 5.1 Left hand side menus - locked

The left hand side menu can only be changed by the Webmasters – if a new page is created and it needs to be linked from the left hand side menus, please contact the webmasters and provide the **name** of the new page and **new location**, where the page should be linked from.

## 5.2 Language Switch - locked

The language Switch can only be changed by the Webmasters –please contact the Webmasters and provide the **name** and the location of both pages (French and English).

## 5.3 Contact-us information- locked

If the information within the “contact us” area needs to change, or needs to be displayed on a new page, please contact the Webmasters.

### 5.4 Heading style - locked

While the heading text can be changed, the heading style has been locked to maintain consistency within the site.

## Section 6: Requesting a page to be deleted

Presently it is required, to contact the Webmasters to delete pages. This is to ensure there are no broken links within the site.

## Section 7: Adding images

When adding images – please ensure that images are no bigger than 400 pixels wide and 400 pixels in height. Use an image editor like Photoshop or Firefox to optimize the image thereby reducing the size of the image is recommended. If the image file size is too large it will slow down the page considerably. If necessary, contact the webmasters for assistance. For accessibility purposes, please remember to add alternative texts to all images.

## Section 8: How to insert special characters

Sometimes, there is a need to insert special characters in the page such as the copy right logo or mathematical symbols. In the **Insert** menu, click on **Special Characters**, then on **Other**.

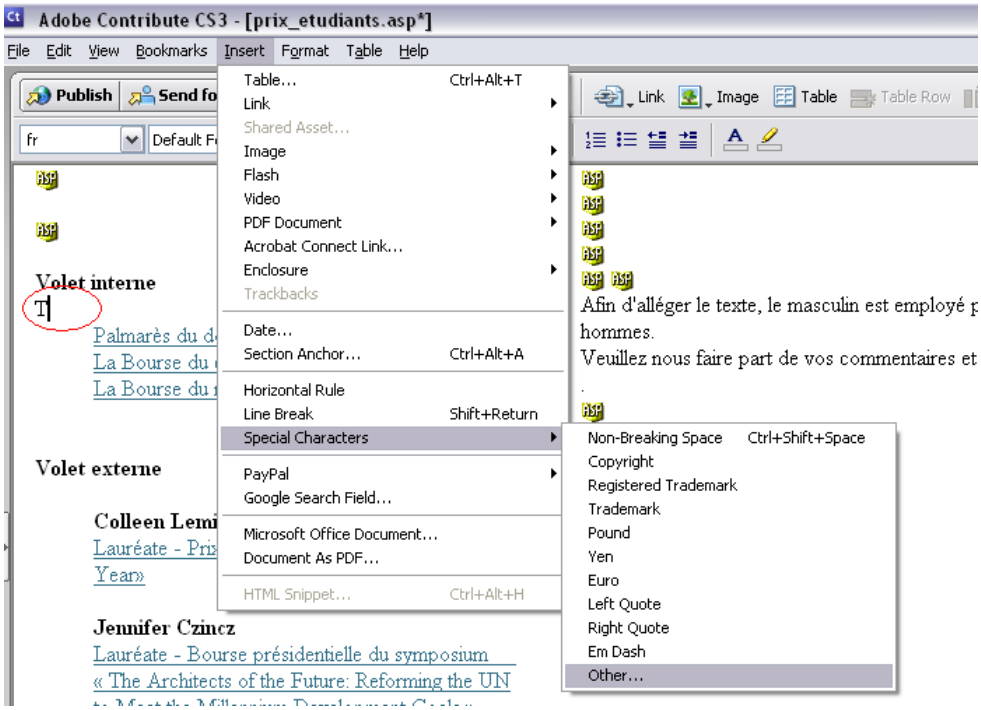
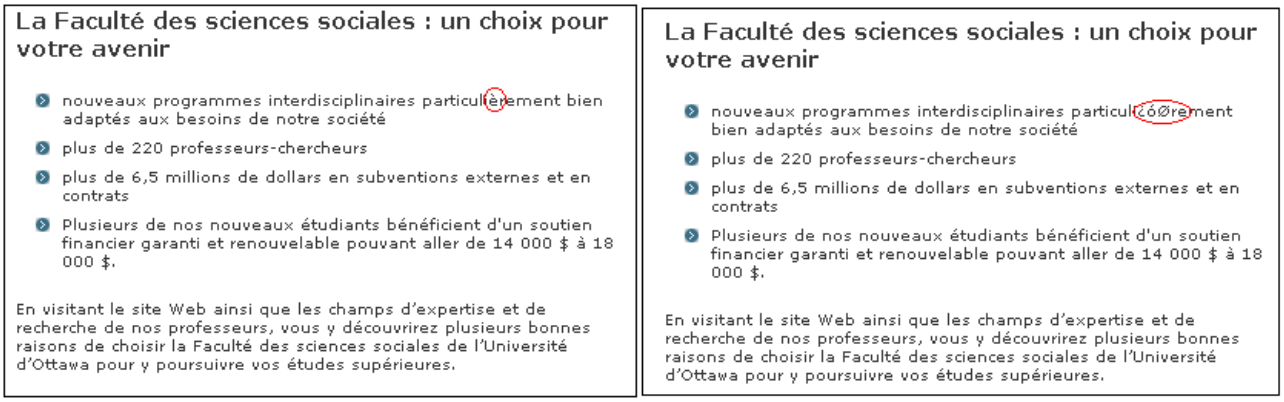


Figure 12: Inserting special characters

A small window showing all possible characters is displayed. Also we can use this option to edit a French text whenever there is a strange display as shown in the next figure for the word “particuliérement”.


La Faculté des sciences sociales : un choix pour votre avenir
nouveaux programmes interdisciplinaires particuliérement bien adaptés aux besoins de notre société
plus de 220 professeurs-chercheurs
plus de 6,5 millions de dollars en subventions externes et en contrats
Plusieurs de nos nouveaux étudiants bénéficient d'un soutien financier garanti et renouvelable pouvant aller de 14 000 $ à 18 000 $.
En visitant le site Web ainsi que les champs d'expertise et de recherche de nos professeurs, vous y découvrirez plusieurs bonnes raisons de choisir la Faculté des sciences sociales de l'Université d'Ottawa pour y poursuivre vos études supérieures.
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nouveaux programmes interdisciplinaires particuløÓrement bien adaptés aux besoins de notre société
plus de 220 professeurs-chercheurs
plus de 6,5 millions de dollars en subventions externes et en contrats
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En visitant le site Web ainsi que les champs d'expertise et de recherche de nos professeurs, vous y découvrirez plusieurs bonnes raisons de choisir la Faculté des sciences sociales de l'Université d'Ottawa pour y poursuivre vos études supérieures.

Figure 13: Using special characters to edit a French text

From the special characters windows, select the right characters and click ok.

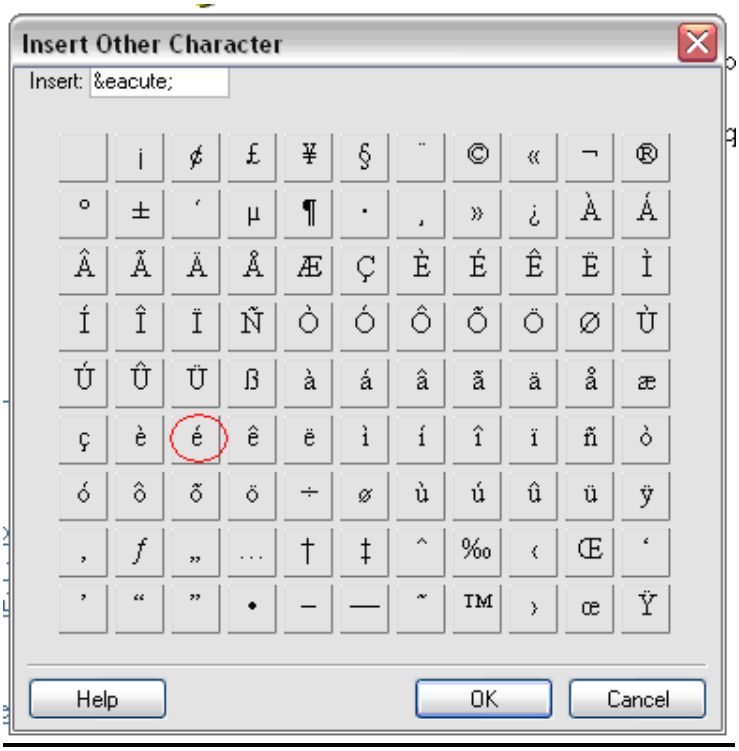


Figure 14: Special characters window

## Section 9: How to contact the Webmasters

Contact the Webmasters: scsweb@uOttawa.ca

## Section 10: Extra Help resources

You can watch the Contribute Training online video tutorial using your infoweb username and password.